

# REQUEST FOR PROPOSAL

# COUNTY OF FRESNO

# NEW CENTRAL LIBRARY

**SUBMITTAL: Six (6) Copies Must Be Received On or Before:  
Monday, July 28, 2003 – 4:00 PM**

**PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE RETURNED UNOPENED TO THE PROPOSER.**

**Addressed To:** Stuart G. Seiden  
Capital Projects Division Manager  
Department of Public Works and Planning  
2220 Tulare Street, Suite 608 Mail Room  
Fresno, CA 93721-2104

**Mark Envelope: "PROPOSAL – New Central Library"**

**INQUIRIES:**

Direct questions or clarifications on this project's technical components to Stuart G. Seiden, Division Manager, (phone: 559 / 442-5206, fax: 559 / 262-4466, e-mail: [sseiden@fresno.ca.gov](mailto:sseiden@fresno.ca.gov)) Capital Projects Division, Department of Public Works and Planning.

For questions or clarifications on proposal submittal requirements or the consultant selection process, contact Junso Ogawa, Staff Analyst IIIA, (phone: 559 / 262-4386, fax: 559/488-1945, e-mail: [jogawa@fresno.ca.gov](mailto:jogawa@fresno.ca.gov)), Capital Projects Division, Department of Public Works and Planning.

**CONSULTANT SELECTION POLICY:**

Copies of the Fresno County Board of Supervisors Resolution 90-028 (Ordinance Code Chapter 4.10) that establishes procedures for the selection of Architects, Engineers, and other Professionals, may be obtained from Junso Ogawa, or from the County's website identified below.

It is the intent of the County to engage a consultant who will provide professional services as described herein; however the County reserves the right, at its sole discretion, to terminate this RFP process or negotiations with a selected consultant and either perform the work with their staff or begin a new RFP process. Nothing herein, or in the process, shall be construed as having obligated the County to pay for any expenses incurred by respondents to this RFP, or to the selected consultant prior to Board of Supervisors approval of a consultant services agreement.

**FRESNO COUNTY'S WEBSITE:**

An electronic copy of this Request For Proposal and Fresno County's Consultant Selection Policy is available on Fresno County's website at the URL: [www.fresno.ca.gov/4510/index.htm](http://www.fresno.ca.gov/4510/index.htm). If the RFP is downloaded from the website or obtained from another source, and you wish to be an RFP holder of record, please submit a written notification, or indicate on the "Notice of Issuance" that the RFP has been downloaded or obtained from another source. Please send this to the attention of Junso Ogawa (contact information provided above).

**MODIFICATIONS:**

Any modifications to this RFP will be provided to RFP holders of record. In order to become an RFP holder of record, one must submit to the County a completed "Notice of Issuance" or provide a written notice by fax, email or mail.

Issuance Date: June 10, 2003

**TABLE OF CONTENTS**

<u>ARTICLES</u>	<u>DESCRIPTION</u>	<u>PAGE NO.</u>
I.	SUMMARY .....	4
II.	PROJECT INFORMATION AND REQUIREMENTS .....	6
III.	SERVICES OF THE CONSULTANT .....	9
IV.	SERVICES PROVIDED BY THE COUNTY .....	21
V.	BACKGROUND CHECK .....	22
VI.	PROPOSAL SUBMITTAL REQUIREMENTS .....	22
VII.	CONSULTANT SELECTION PROCEDURE .....	25
VIII.	FEE DETERMINATION.....	27

**ATTACHMENTS**

ATTACHMENT I	Sample Agreement
ATTACHMENT II	Conflict of Interest Code

**I. SUMMARY****A. INTRODUCTION AND PROJECT OVERVIEW:**

Fresno County seeks to retain the services of a qualified architect / engineer to provide for the planning, design and construction documents of a facility for the New Central Library. Candidates should have relevant experience with the delivery of similar projects.

**B. SCOPE OF WORK:**

This project will have two components.

Component I will consist of the following phases:

- Needs Assessment Study/Plan of Services.
- Review and evaluation of an existing Building Program. Preparation of a report that includes recommendations for the reduction of overall costs of the project.
- Gathering input and coordination with other museums, businesses, and agencies in the art and cultural districts regarding the library master plan.
- Preparation of a Conceptual Design and Site Plan.
- Schematic Design / Financing Study / Project Estimate.

Component II will consist of the following phases:

- Design Development.
- Construction Documents.
- Bidding and Award.
- Construction Observation.
- Post Construction.

A detailed description of tasks involved with each of the above phases is provided in Article III – Services of the Consultant of this RFP.

At the interviews held for finalists, two estimated fee proposals will be requested, one for each component. Please refer to Article VII – Consultant Selection Process of this RFP for the requirements.

The County makes no commitment or assurance that the project will proceed from Component I to Component II.

**C. CONSULTANT SERVICES:**

## Consultant Provided Specialty Services

The consultant shall either provide or retain sub-consultants for the following specialties at his/her own expense for the technical assistance necessary to develop the work.

- Needs Assessment
- Plan of Services
- Funding and Financing Options Analysis
- Library Space Planning and Programming/Grant Writer
- Building Program
- Project Cost Estimating
- Parking Needs Assessment
- Structural Engineering
- Traffic Engineering
- Civil Engineering
- Mechanical and Plumbing Engineering
- Fire Protection and Alarm Engineering
- Acoustics Engineering
- Electrical Engineering and Lighting
- Security and Low Voltage Engineering
- Architectural Illustrator and Digital Imaging
- Graphics for Signage and Information Directories
- Network Systems Analyst
- Library Technologies Specialist
- Archaeological Specialist

## Extra Services

The consultant may be requested to provide as an extra service, specialty services or retain specialty consultants that will take direction from the County. A list of possible specialty services that may be requested are as follows:

- Site Analysis and Infrastructure Assessment
- Surveying
- Geotechnical Engineering
  - Soils Testing
  - Percolation Testing
- Traffic Studies
- Phases I and II Environmental Assessment
- Special Studies for Preparation of Environmental Documents and Land

- Use Change Requests
- Preparation of Permit Applications and Supporting Documentation for Regulatory Compliance Not Listed in Article III of this RFP
- Interior Design
- Building Commissioning Services
- Art Selection and Installation

Treatment of extra services expenses are specified in Article V. Section C. of the sample agreement (Attachment I of this RFP). All extra services must be pre-approved and authorized in writing by the County before work can commence.

**D. EXISTING CONDITIONS:**

The County's current Central Library is located at 2420 Mariposa Street, Fresno CA 93721. The facility consists of two public floors and a basement level. The building was constructed in 1959 and included plans for a future third floor. At the time of construction it was planned to serve 230,000 users and now serves 800,000. The Central Library houses a collection of 305,000 books, 2,323,000 state and federal documents, complete collections of the Fresno Bee and New York Times, and a wide variety of audio and visual (AV) materials.

**II. PROJECT INFORMATION AND REQUIREMENTS**

**A. PROJECT BACKGROUND AND DESCRIPTION:**

The needs of the community for a central library have far outgrown the services provided by the present facility. The County of Fresno envisions a new state-of-the-art central library to fully meet the present and future needs of the community and will contribute to the present on-going efforts to redevelop the Fresno downtown area. It will include floor space for commercial uses such as restaurants, shops and other ventures that could provide income streams for the library. One strategy endorsed by the Board of Supervisors promotes the full shell construction of the building's program with expansion square footage initially utilized as rental space for other compatible uses such as office space for professionals and other agencies. The interim leased spaces would provide an additional income stream for the library until such time as expansion is necessary. The site should provide direct access to service areas of the facility as well as contiguous access to patron and staff parking areas and should be in close proximity to public transportation routes and nodes.

The overall building development shall incorporate sustainable building components in its design and deploy a cost effective energy savings plan that reduces the structure's latent heat absorption while taking advantage of natural day-lighting within the public and reading areas of the library. Mechanical system components shall be of high efficiency rating and be designed to take maximum

advantage of off-peak loading technologies to reduce overall energy consumption for the building. The facility shall incorporate state-of-art computer, network, and library technology systems.

Fresno County desires preparation of a needs assessment study conducted for the New Central Library that will serve Fresno County. The assessment shall include:

1. A financing sources investigation to identify public funding sources such as grants, possible untapped revenue streams, loans or debt financing instruments outside the boundaries of typical public agency financing vehicles, private financing methods, or other methods of raising funds for the project;
2. An assessment as to whether the vision of the facility can be met with available funding sources;
3. Plan of Services report if State Bond Act Funding is sought; and
4. A Needs Assessment if State Bond Act Funding is sought.

Review and evaluation of an existing Building Program that includes recommendations for reduction of overall cost of the project, information on square footage requirements, a breakdown and summary of spaces, adjacencies, and proximities, list and explanation of building area and site needs. Gathering input and coordination with other museums and agencies in the art and cultural district regarding the Library Master Plan. Preparation of a Conceptual Design and Site Plan. Proposals for addressing the parking needs of the new library at available sites contiguous to the proposed location of the new library.

During the schematic design phase a detailed project estimate report will be developed. A recommended project timeline and project schedule shall also be prepared. The project estimate report will provide a cost analysis of major project components and an analysis of cost saving measures. Necessary documentation required to support grant applications including but not limited to:

1. Plan Drawings
2. Site Plan
3. Floor Plans
4. Exterior Elevations
5. Plan of Services Shall Prepared

At present three sites have been identified as possible locations for the new facility. One site has been designated as preferred but not confirmed. The consultant is expected to address all three sites until the preferred site is confirmed as the location for the new library. General location of the sites will be provided to finalists.

**B. CONSULTANT SELECTION MILESTONES:****Activity Description:    Estimated Duration**

Issuance of RFP and consultant responses	June 10 to July 28 (7 weeks)
Evaluation of proposals and short listing	July 28 to September 22 (8 weeks)
Consultant interviews and Board selection	September 22 to November 25 (9 weeks)
Agreement negotiations and execution	January 12, 2004 (7 weeks)

**The consultant is expected to begin work on January 26, 2004**

**Note: Finalists interviews have been tentatively scheduled for October 13 through October 17. Proposers will be notified of those advanced to finalist status by fax and mail.**

**C. SAMPLE CONSULTANT AGREEMENT:**

Sample Consultant Agreement (Attachment I) is provided as an example of the typical language in a consultant service agreement with the County. It is recommended that the consultant review the sample agreement with legal and insurance counsel. **The Agreement requires the consultant carry Professional Liability Insurance for Component I of at least \$1,000,000 per claim, \$3,000,000 aggregate and for Component II a Project Specific Professional Practice Insurance Policy in the amount of \$5,000,000.** The Consultant shall assume the entire cost of this insurance policy as a part of the firm's overall project overhead. The policy shall be initiated no later than the beginning by the Design Development phase (Component II) and have trailing coverage for a minimum of two years past the issuance of final payment to the consultant. Please refer to Article XX. Section A Paragraph 4 of the sample agreement for project specific insurance policy requirements.

Finalists shall be prepared to raise any agreement concerns and identify all agreement issues at the interview.

**D. SPECIAL CONDITIONS:**

Any labor provided by the consultant or its subconsultants involving field inspections and testing must be compensated at prevailing wage rates.

The consultant shall be required to comply with the Fair Political Practices Act reporting requirements. Provisions of the Conflict of Interest Codes are provided in the Sample Agreement (attachment I).



**III. SERVICES OF THE CONSULTANT****General Requirements:**

Throughout the duration of the project, the consultant shall communicate and meet with County's project committee and staff as often as necessary (a minimum of one meeting every two weeks during Component I) in order to verify, refine, and complete the project requirements and review the progress of the project. All meetings will be held in Fresno. Consultant shall prepare brief minutes and action items of the meetings attended and shall provide a copy of all such minutes to the County. Consultant shall develop and maintain a project schedule and status report that will be updated and submitted to the County on a bi-monthly basis. The consultant shall monitor and keep the County informed regarding the impact of design issues on the project budget. Upon the request of the County, consultant shall incorporate into the design such reasonable changes as the County deems appropriate as a result of the County's review processes and impact of the budget or opinion of probable construction cost. If consultant disagrees with the County's request, such disagreement must be registered in writing and the County will attempt to reconcile such disagreement. If it is impossible to reconcile, the written disagreement will become a part of the project record. However, Consultant shall then comply with the County's request.

All personnel of the CONSULTANT assigned to this Project shall be approved by the COUNTY Representative prior to commencement of consultant services. If at any time during this Project, it is determined by COUNTY that performance of any personnel (including approved personnel) is not acceptable, COUNTY may order in writing, without stating cause, that such person or persons be removed from the Project and replaced. Names and qualifications of proposed replacement personnel, if requested, shall be made within a period not to exceed five (5) working days from such order and be activated within ten (10) days of request.

The County may take up to four (4) weeks to review and comment on final draft submittals for phases 1 through 5.

At the completion of each phase of the project, the consultant shall not proceed to the next phase unless expressly authorized to do so by the County.

The services required of the Consultant may include, but not necessarily be limited to the following phases of work:

**A. COMPONENT I****Phase 1, Needs Assessment / Financing Sources Investigation**

The Consultant shall:

1. Prepare a Needs Assessment Study for the new proposed library. The assessment shall comply with the requirements of the State Library Bond Act of California.
2. Investigate financing sources to identify public funding sources such as grants, possible untapped revenue streams, loans or debt financing instruments outside the boundaries of typical public agency financing vehicles, private financing methods, or other methods of raising funds for the project.
3. Prepare a Plan of Services report. The report shall comply with the requirements of the State Library Bond Act of California.
4. As an extra service participate in field trips with the project committee to interview other public libraries that have recently completed. Assess information gathered and prepare a report of findings.
5. Submit draft report to the project committee for review and comments. Review comments and make corrections to the document.

**Phase 2, Building Program / Conceptual Design and Site Plan**

The Consultant shall:

1. Review and evaluate an existing building program that includes recommendations for reduction of overall cost of the project, information on square footage requirements, a breakdown and summary of spaces, adjacencies, and proximities, list and explanation of building area and site needs plan illustrating ultimate development and interim phasing. The review and evaluation of the building program shall include, but not be limited to consideration of the following:
  - a. The facility's exterior needs and requirements, such as utilities and services infrastructure, parking, outdoor lighting and security.
  - b. Interior components such as library equipment and furnishings, office and other functional area requirements, conceptual furniture layout with preferences, equipment requirements, mechanical, electrical, and data system requirements and space needs, and maintenance expectations.

- c. Options for permanent and interim tenants within the facility.
  - d. Off-peak loading, energy efficiencies, natural lighting, and suitable building components.
  - e. A project development timeline and a document production schedule.
2. Gather input and coordinate with other museums and agencies in the art and cultural districts regarding the library master plan.
  3. Coordinate with the City of Fresno's Historical Preservation Department for architectural compatibility with their guidelines set for the area of the proposed location of the new library.
  4. Address the parking needs of the new library at available sites contiguous to the proposed location of the new library and opportunities for joint use with other agencies in the Arts and Cultural District.
  5. Prepare a Conceptual Design and Site Plan
  6. Submit ten (10) copies of the building program and conceptual design and site plan for review by the County.
  7. Review and make corrections to the document as necessary after review by project committee.
  8. Conduct up to six community workshops for community input.
  9. Prepare and present a report of the updated building program and conceptual design and site plan to the project committee and/or the Board of Supervisors.

**Phase 3, Schematic Design / Financing Study / Project Estimate:**

The Consultant shall:

1. Develop project parameters in concert with the County's project committee members' recommendations and concerns. Confer with the project committee on construction system component preferences, scheduling, bidding and contracting strategies.
2. Review and evaluate proposed sites through visual observation and archive document research to coordinate the development of on-site infrastructure such as electrical, mechanical, plumbing, communication, telephone, and computer systems. Document the existing utility system configuration and

- possible interference with or impact on the proposed improvements. Assess all on and off-site development needs.
3. Identify and document all regulatory compliance measures and approval processes required to complete this project.
  4. Assist in the preparation of grants and other financing applications.
  5. Develop schematic design plans, sketches and/or drawings, comparison of actual footage versus programmed square footage, and reports consisting of conceptual illustrations with continuing input and review by the project committee.
  6. Prepare a schematic design consisting of floor plans with square footage and rough dimensions, and illustrate the function of the rooms, cross sections and exterior elevations. More than one proposed floor plan may be required. Also prepare a site plan showing on-site traffic circulation and its impact on the district traffic circulation.
  7. Prepare a Plan of Services.
  8. Prepare an independently verified schematic design opinion of probable construction cost. Include in a report the construction cost, budget estimates, and project timeline for the proposed development. The report shall define a cost of major project components and provide cost saving measures.
  9. Provide six (6) printed copies of selected documents including plans, cost estimates, outline specifications and design data to the County for value engineering review. Review and analyze findings and alternatives provided by the County and/or value engineering consultant.
  10. Prepare estimates comparing different construction systems, reports on cost benefit analysis and life-cycle costs and justify and/or substantiate recommended course of action. Prepare estimates for library furnishings and equipment.
  11. Review and analyze a County provided schematic design opinion of probable construction cost. Participate in a meeting with the project committee to reconcile any differences between Consultant's independent opinion of probable construction cost and the County provided opinion of probable construction cost. Make corrections and changes as directed at no additional cost to the County.
  12. Prepare a financial study, incorporate findings from the needs assessment and financing sources report and provide an assessment as to whether the

vision of the facility can be met with available funding sources. The financial study shall be comprehensive in nature, providing alternatives and recommended actions.

13. Prepare presentation quality colored site and floor plans, exterior elevations and street level perspective rendering of building entrance. Work products shall meet minimum requirements of the current State Library Bond Act programming in effect that may be the source of funding. Also prepare an aerial rendering of proposed site configuration.
14. With Library staff and County Purchasing prepare a list and schedule of recommended library equipment and furnishings required for the facility.
15. Preparation of Library Bond Act applications as part of schematic design.
16. Prepare proposals for networks, library technologies, and information technology systems.
17. Prepare conceptual office furniture layout utilizing County provided area standards. Review and verify stack and library layout provided in the existing building program.
18. Coordinate and integrate with County's contracted office systems furnishings consultant to prepare a list and schedule of recommended furnishings including stacking, and library equipment and furnishings.
19. Submit to the County thirty-five (35) hard copies and an electronic copy of the needs assessment, building program, final schematic design, financial study and project cost estimate report. The financial study and project cost estimate report shall be bound, in color and of presentation quality. The copies shall be submitted to the County ten (10) calendar days prior to the Board of Supervisors meeting. Meet with project committee to review submitted documents.
20. Make a formal Power Point presentation before the Board of Supervisors of the schematic design, renderings, financial study and project cost report. Attend and participate in a rehearsal prior to presentation of the project before the Board of Supervisors.
21. Continue to incorporate into the design changes required through the time of project approval of the schematic design and make changes to the presentation as directed by the County.
22. Not proceed with the next Phase unless expressly authorized by written amendment to this Agreement.

**B. COMPONENT II****Phase 4, Design Development:**

The Consultant shall:

1. Develop project parameters in concert with the County's project committee's recommendations and concerns. Confer with the project committee on construction system component preferences, scheduling, bidding and contracting strategies.
2. Prepare in this phase of work (or in a subsequent phase if so directed by the County representative) all data necessary to comply with all review agencies, and County permits and land use requirements within the project schedule.
3. Research and analyze all applicable codes to ensure compliance.
4. Comply with the minimum design criteria established in a document that will be provided at the time firms are notified of being selected for an interview.
5. Prepare the design development (preliminary) drawings and preliminary specifications. Plans shall be prepared on a CAD system acceptable to the County (such as Auto CAD Version 2004 or DataCAD Version 10) and submitted to the County on 30" X 42" (maximum size) sheets, or other size approved by County. All text documents shall be prepared on electronic files capable of being opened by and fully compatible with Microsoft Word or Word Perfect software and submitted to County on 8 ½" X 11" pages. The preliminary design shall consist of floor plans, (exterior) elevations, (interior) cross sections, landscaping plan, site and grading plans, site survey and other drawings to scale showing the location of walls, doors, windows, equipment fixtures, and other necessary items together with the requirements for the electrical, data, telephone, heating, plumbing, air-conditioning, and other work necessary to complete the project. This preliminary design submittal shall also include the fixture cuts for all pieces of equipment included in the design.
6. Prepare a shelving, furniture, and equipment layout to determine the need for new furniture and equipment by the New Central Library. Fixed equipment shall be included in the opinion of probable construction cost.
7. Identify and define distribution systems and performance criteria for mechanical and electrical system components, library technologies, and network systems.
8. Prepare a detailed and independently verified design development opinion

of probable construction cost that shall identify, in CSI/UCI 16 division format, the building components and requirements of the project. The estimated cost of each building, on-site improvements and off-site improvements shall be prepared along with a summary showing the total project cost.

9. The opinion of probable construction cost shall be projected to the midpoint of the probable construction and shall include material and labor unit costs, overhead, profit, insurance, taxes, general requirements, supervision, and difficulty factors and shall be submitted in the CSI/UCI 16 division format.
10. The opinion of probable construction cost shall identify construction cost escalation and design contingency amounts, which must be approved by the COUNTY prior to their inclusion in the opinion of probable construction cost. The opinion of probable construction cost shall assume a competitive bid process within the Fresno County area.
11. Review and analyze a County provided design development opinion of probable construction cost. Participate in a meeting with the project committee to reconcile any differences between the Consultant provided opinion of probable construction and the one provided by the County's independent consultant cost estimator.
12. Prepare applications, and assist the County in submitting applications and expediting agency review processing as may be required for this project. This will include developing all data necessary to complete applications and the processing of a conditional use permit (if required), environmental documents (if required), site plan review and building permits. Provide necessary document printing [up to fifty (50) copies] including but not limited to site plan and survey, grading, landscape and irrigation plans and building exterior elevations.
13. As directed by the County's staff, attend, participate and make graphic and oral presentations at all public hearings. Prepare color renderings of site plans, elevations, birds-eye perspective of full facility and ground level entry perspective.
14. Submit to the County fifteen (15) sets of completed design development (preliminary) plans, specifications fixture cuts, reports and opinion of probable construction cost for the review, comment and evaluation by the project committee and responsible fire prevention bureau.
15. Review and explain in both a verbal and a written report the full detail of all elements to be included in the project (including those elements not shown but included in the drawings and outline specifications) with the project committee, and Department of Public Works and Planning staff.

16. Continue to incorporate into the design in the succeeding phase of the work, the changes identified from the project approval of the design development (preliminary design) at no additional cost to the County.
17. Not proceed with the next Phase unless expressly authorized in writing by County.

**Phase 5, Construction Documents:**

The Consultant shall:

1. Prepare final working drawings from preliminary plans, as modified by the County, on a CAD system acceptable to the County (such as DataCAD Version 10 or AutoCAD version 2004) and on 30" by 42" (maximum size) sheets, or other size approved by County, drawing size sheets and technical specifications shall be on 8-1/2" by 11" pages setting forth in detail the work to be done, the materials, workmanship, finishes, and equipment required for the mechanical, electrical, plumbing and other components of construction necessary to provide the County a complete and functional project for its intended purpose.
2. Prepare construction specifications in CSI/ UCI 16 division format with an IBM PC-compatible word processing program fully compatible with Microsoft Word or WordPerfect.
3. Include in the specifications a construction sequencing of work. County's project committee shall review and approve the schedule prior to completing the final construction documents.
4. Review, comment, and/or make recommendations on the form and content of the County's General Conditions, Special Conditions, and Bid Form as they apply to the project.
5. In addition to the technical specifications, prepare special or supplemental conditions for the construction contract, including a Health and Safety Plan. The County will package the Consultant's documents with the County's approved General Conditions, Notice to Contractors calling for bids, the Bid Form, and related documents to complete the construction contract and bid specifications.
6. Monitor and keep County informed regarding the impact of design issues on the project budget. Upon the request of the County, Consultant shall incorporate into the design such reasonable changes as the Consultant deems appropriate as a result of the County's review processes and impact



on the project budget or opinion of probable construction cost.

7. Submit to the County a final opinion of probable construction cost in the CSI/UCI 16 division format for the base bid work and alternate bid items. The opinion of probable construction cost shall be projected to the midpoint of the scheduled construction period to be scheduled by the County. Differences between the design development (preliminary) and final opinion of probable construction cost shall be explained in writing.
8. Develop scope of an independent testing and quality assurance program for the project.
9. Not proceed with the next Phase unless expressly authorized in writing by County.

**Phase 6, Bidding and Award:**

The Consultant shall:

1. Deliver to the County two (2) weeks prior to the advertising date (which date will be determined by County), the final completed and approved original drawings and specifications for County printing and distribution of bid sets to interested contractors. The original drawings and specifications index sheet shall be stamped by a seal with Consultant and subconsultants' license numbers and/or signed in accordance with the California Business and Professions Code and have been approved by all applicable regulating agencies.
2. Submit a list of general and specialty contractors who may be interested in bidding on this project.
3. Attend the pre-bid conference scheduled by the County.
4. Prepare addendum drawings and other documents as required to clarify scope of work to be bid upon at no additional cost to the County. Coordinate subconsultants' addendum drawings and documents.
5. Prepare drawings and work necessary to delineate either the County's changes in scope to the contract or changes in job-site conditions due to inaccurate information provided by the County. Such work shall be provided as directed by the County representative and shall be an Extra Service to the Consultant's agreement.
6. Submit to the County for review and approval any addenda deemed necessary. Addenda, if any, shall be submitted no later than ten (10) working

days prior to the scheduled bid opening. The addendum shall be distributed by the County. An electronic copy of addenda items shall be furnished to the County. No addendum will be issued in the 72 hour period prior to bid opening.

7. Assist the County in evaluating the base bids and alternate bid items received. Analyze variances between the approval final estimate and the apparent low bid received prior to the County's development of the award agenda item.
8. Delete or otherwise change portions of the construction work at the request of the County if the lowest bid proposal for the proposed construction contract exceeds the County approved opinion of probable construction cost (which will include the Consultant's design contingency amount approved by the County) by 10% or more, and if the County rejects all bids. In such event, the Consultant shall revise the plans and specifications to comply with such modifications and also shall assist the County in obtaining new proposals from contractors, all at no additional cost to the County. Such modifications shall be completed on a time schedule commensurate with the scope of the change and as set forth by the County.

**Phase 7, Construction Observation:**

The Consultant shall:

1. Attend pre-construction conference scheduled by the County.
2. Provide limited construction observation including but not limited to:
  - a. Make recommendations to the County on all claims of the County or construction contractor (hereinafter called "Contractor") and all other matters relating to the execution and progress of work, including interpretation of the Consultant's contract documents.
  - b. Within two (2) working days of County's request for information (RFI), respond to the County Construction Engineer or Contractor, through the County Construction Engineer, with information and/or drawing needed from Consultant in order to clarify the intent of the construction contract plans and specifications of the project. Consultant shall review Contractor's cost proposal for all change orders associated with any additional work as may be necessary by the RFI clarification.
  - c. Except for color boards, within seven (7) working days of County's request, review and make recommendations for samples, schedules, shop drawings, and other submissions for general conformance with the

design concept of the project and for general compliance with the plans and specifications and information given by the Consultant's contract documents.

- d. Recommend and assist in the preparation of necessary change orders with supporting documentation, calculations and opinion of probable construction cost, for review and issuance of change orders by the County Construction Engineer to obtain appropriate agency acceptance and approval.
  - (1) Provide drawings and work necessary to delineate the County's changes in scope of the construction contract or to make modifications as directed by the Board of Supervisors, which shall be made as directed by the Construction Engineer and shall be compensated as an Extra Service.
  - (2) Notwithstanding the forgoing, where the change order arises as a result of a negligent error, act or omission of the Consultant, the Consultant shall not be compensated as an Extra Service for time spent or cost incurred in efforts connected with the correction thereof. The cost of rework of installed work shall be assessed upon the Consultant's contract payments.
  - (3) Any changes to the construction contract shall be made only with written County approval.
3. At intervals appropriate to the stage of construction as requested by the Construction Manager, or as otherwise deemed necessary, visit the project construction site as may be necessary to become familiar generally with the progress and quality of the work and to determine that the work is proceeding in general accordance with the contract documents.
4. Review all field testing reports and make recommendations to accept, retest or reject.
5. Based on the Consultant's visits to the site, Consultant shall keep the County informed through written reports as to the progress of the work, shall endeavor to advise the County of defects and deficiencies observed in the work of contractors, and may recommend that the County reject work as failing to conform to the contract documents.
6. Based upon his limited observations of the progress of construction and the Contractor's application for payment, assist the Construction Inspector in determining on a monthly basis, the amount owing to the Contractor under the contract documents and recommend, through appropriate certificates,

payments on such amounts. Such certificates shall construct a representation to the County that the work has progressed to the point indicated and that to the best of the Consultant's knowledge, information and belief, the quality of the work is in accordance with the contract documents.

7. Conduct site visits which shall include but not be limited to on-site inspections to determine the dates of substantial completion and final completion and to recommend to the County its acceptance to the of the work, for the filing of the notice of completion and issuance of final certificate of payment.
8. Conduct a "project review and evaluation" of all the building's systems, mechanical, plumbing, security electronics, public address system, fire alarm, etc. and maintenance staff orientation for the completed project.
9. Not charge for the costs of drawings, engineering and other work and expenses necessary to correct negligent errors, acts and omissions and other inaccuracies attributed to the Consultant's design work.
10. Prior to and during the installation of library furniture and shelving, consultant and his/her interior designer shall verify that the furniture provided and its installation meets the design plans and furniture and shelving specifications.

**Phase 8, Post Construction:**

The Consultant shall:

1. Review and forward to the County Construction Engineer four (4) copies and an electronic version on CD ROM of Operations and Maintenance Manuals to be furnished by the Contractor.
2. Inform the County of all written guarantees required of the Contractor by the Consultant's technical specifications or special conditions.
3. Return to the County all plans borrowed from County.
4. Require through the construction contract specification that record drawings be prepared by the Contractor and submitted to the County for acceptance by the construction inspector and Consultant. However, upon completion of the project, Consultant shall transfer the Contractor's record drawing changes onto the Consultant's original electronic files and provide the County with complete electronic files of the project. The complete record drawing set shall remain at all times the property of the County. Changes shall identify date of change and its source, such as from addenda, change order or clarification. The Consultant shall make one (1) set Mylar reproducible "record" drawings and make one (1) record print set and deliver both "record"

drawings and “record” prints to the Department of Public Works and Planning. Consultant shall have no responsibility for the accuracy of information provided, either by the Contractor or by the construction inspector, for transfer to record drawings.

5. Participate fully, aligned with and not adverse to the interests of the COUNTY, upon request, in the early settlement discussions of construction claims resolution issues. Participation in this process does not preclude the COUNTY’s right to make a negligent error and omissions claim against the CONSULTANT. In the event such participation is requested of CONSULTANT, CONSULTANT shall be paid for such services as provided under the Extra Services provisions of Article V Section C of this Agreement for the time spent in such participation. All provisions of Article III Section G of this Agreement shall apply to CONSULTANT’s participation in any early settlement discussions required by this section.
6. Provide construction plans prepared with a CAD system, record drawings in the form of .dxf or .dwg files and reproducible drawings that shall be furnished and delivered to Department of Public Works and Planning. Such .dxf or .dwg files shall be furnished on either 100 MB ‘Zip’ disks or compact disk (CD-ROM). Final plans and specifications become the property of the County and can be used by the County at its own discretion.
7. No final payment to the Consultant will be issued until the services of this Phase have been performed and negligent errors, acts and omissions attributed to the Consultant have been resolved.

#### **IV. SERVICES PROVIDED BY THE COUNTY**

A project committee consisting of members from the County Administrative Office, Department of Public Works and Planning, and the Library Administration and which may also include a representative knowledgeable in architecture / engineering services from outside the community or from one of the universities will guide the Owner’s interest and carry forward recommended project scoping and details to the Board of Supervisors.

Fresno County may provide or secure the specialty services listed below in support of the Consultant's professional services. The Consultant shall be responsible for the evaluation of all information supplied by the County and verifying its accuracy.

- Geotechnical Studies and Recommendations
- Site Surveyor
- Property acquisition services
- Grant preparation and/or securing of funding

The County will also provide the following:

- A representative who shall represent the County and shall work with the Consultant in carrying out the provisions of the Agreement.
- Provide prints, if available, of the existing facility building plans, and reports prepared to evaluate the building.
- Transmit documents for other agency reviews and pay all application and review processing costs.
- Assume all costs associated with reproducing the final bid documents and addenda and their distribution. Assume all project advertising costs.
- Provide initial sites for consideration and evaluation.
- Process the County required land use and environmental applications with Consultant supplied site and floor plans, operational statement, system data, and staffing requirements.
- A separate outside consultant for hazardous materials survey and remediation specifications.
- Make an application to the Central Valley Air Resources Control Board for authority to construct for any emergency equipment.

## **V. BACKGROUND CHECK**

The County reserves the right to conduct a background inquiry of each proposal which may include collection of contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal to the County, the proposer consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

## **VI. PROPOSAL SUBMITTAL REQUIREMENTS**

Proposers shall submit a minimum of six (6) sets of their proposal on or before the submittal due date and time.

Please do not provide more information than requested by Article VI of this Request for Proposal. The completeness of the proposal will be evaluated by a Selection Committee.

Submittal will be in two parts.

**PART A.**

The **first part** will enable the County to appraise the general qualifications of the consultant. You **must** answer the following questions in the **same sequence** as below.

1. Firm name, address, phone number, fax number and E-mail address or Web page address ( if available). Also, provide this information on all associated firms and partners.
2. Specify type of organization (individual, partnership or corporation including the state of incorporation) and if applicable indicate whether you are:
  - (a) Small Business.
  - (b) Disadvantaged Business.
  - (c) Minority and/or Women Owned Business.
3. Firm principals who will be responsible for the project, their education, credentials, and experience in similar work.
4. Key personnel who will be assigned to work on the project, their education, credentials, and experience on comparable projects. Indicate the tasks to be performed by these key individuals and expected time or effort they will commit to the project.
5. Subconsultants (mechanical, electrical, and others as the project may require) to be used. Indicate the tasks to be performed by these consultants. Key subconsultant's personnel who will be assigned to work on the project, their education, credentials, and experience on comparable projects. Indicate the tasks to be performed by these key individuals and expected time or effort they will commit to the project.
6. Present staff - number and classification. Will you have to secure more staff to complete the commission?
7. List current projects or commitments for services in your office.
8. List in reverse chronological order for the last five years projects involving the study and design of coroner's facilities completed or under construction.

Indicate for each of these projects:

- (a) Name and location of project
- (b) Description of the project, including the type of system and square footage
- (c) Your firm's specific involvement (prime architect/engineer (A/EOR),

- subconsultants or other capacity such as construction inspection, management, permit assistance, staff training, etc.
- (d) Name of owner
  - (e) Name of current contact person and telephone number (Contact person, who, at the time of RFP submittal, was, will be or is employed by the owner and who would have personal knowledge of the completed work)
  - (f) The bid cost vs. final opinion of probable construction cost
  - (g) Status of completion
9. List at least four additional references of present or past clients with their current telephone numbers and fax number.
10. Include a current copy of Standard Form 254 (showing relevant facility experience) for your firm. You may provide a SF 254 for subconsultants also.
11. The Consultant will submit as a part of his or her initial submittal the firm's current basic hourly rate schedule for all current employee classifications. Also provide hourly rates for Court appearances and testimony. Such hourly labor rates shall include costs for items such as office supplies, computer and plotting supplies, printing, postage, vehicle costs, and other incidentals.

(Printing includes normal office copying and printing, check plots and check prints, and other incidental printing. Printing includes other agency review / approval plans if specifically required as a basic service in accordance with Section III. Other printing is usually either authorized as an Extra Service or arranged through the County's contracted printing companies at the County's expense.)

**Include the same information for all proposed sub-consultants. Hourly rates shall be used as the basis of assessing changes in the scope of work.**

**The Consultant will be required to submit a sealed estimated fee based on the scope of work defined in this RFP and subsequent addenda, only if selected as a finalist.**

## **PART B.**

**The second part covers the tasks required of the consultant.**

1. Explain in detail how this project will be approached and accomplished. This should include a description of the work to be performed for each phase of the project.
2. Provide a project schedule and time line for completing each phase described in Article III, Components I and II. Please factor in that the County may take up to four (4) weeks to review and comment on the final draft submittals at the



conclusion of Phases 1, 2, 3, 4 and 5.

3. Provide recommendations on design alternatives, how efficiencies can be gained and/or other ways that the project may be improved.

## **VII. CONSULTANT SELECTION PROCEDURE**

The selection procedure shall be in accordance with Fresno County Ordinance Code Chapter 4.10 and applicable provisions of the "Policy for Selection and Compensation of Architectural / Engineering Consultants" as last revised by the Board of Supervisors on November 29, 1994. The process includes the following provisions:

A Selection Committee will be formed to evaluate the proposals and to make recommendations to the Fresno County Board of Supervisors. The Selection Committee will consist of members from the County Administrative Office, Department of Public Works and Planning, and the Library Administration and may include a representative knowledgeable in architecture / engineering services from outside the community or from one of the universities. The Selection Committee will screen the received responses to the Request For Proposal and may select three or more firms as finalists. More firms will be considered as finalists when, in the judgment of the Selection Committee, other firms are equally qualified to provide the requested professional services. Finalists may be requested to interview with the Selection Committee as a part of the evaluation process.

After the finalist firms have been identified, and as a part of the Selection Committee's evaluation at interview time, the finalist firms will be required to submit two estimated fee proposals. One estimated fee proposal will be for Component I that consists of Phase 1, Needs Assessment/ Financial Sources Investigation/ and Plan of Services; Phase 2, Review and Evaluation of an existing building program/ Conceptual Design/ and Site Plan; and Phase 3, Schematic Design / Financial Study / Project Estimate and will be a specific dollar amount.

A second estimated fee proposal shall be provided for Component II and will be a maximum percentage of the construction budget, not a lump sum dollar amount.

The consultant services agreement will have a fixed basic fee for Component I and a provision that if the County authorizes proceeding to Component II, the consultant and County will negotiate a Component II fee (broken down into Phase 4, Design Development, Phase 5, Construction Documents, Phase 6, Bidding and Award, Phase 7, Construction Observation, and Phase 8, Post Construction) that will not exceed, and may be less than the agreed maximum percentage of the County approved construction budget. The construction budget will be determined at the end of the schematic design phase. If negotiations are successful, the Component II services and Component II fee will be amended to the agreement. At the time the fee for component II work is incorporated into the agreement, it will be incorporated as a lump sum dollar

amount.

The consultant services agreement will have a provision in which the County shall withhold ten percent (10%) retention from the consultant's earned compensation for basic and extra services. Please refer to the Sample Agreement, Article VII. – Retention From Earned Compensation. In the event start of component II work is delayed beyond six (6) months after the completion of component I work COUNTY will release the accumulated retention withheld from the component I earned compensation.

The estimated fees will be opened only after the Selection Committee has completed all of the interviews and considered each of the finalist's qualifications. The Selection Committee will consider the estimated fees of the finalists in its final deliberations.

The Selection Committee will address the following criteria in its evaluation of proposals (not necessarily in order of importance).

- A. Specific experiences with Libraries.
- B. Educational background of the consultant's key individuals who will be assigned to the project on a full-time basis.
- C. Quality of past performance for the County or similar agencies.
- D. Qualifications of individual within the Consultant's organization directly responsible for the work. The County reserves the right of approval of the Consultant's project manager.
- E. Adequacy of staff to perform the work within the time allowed.
- F. Approach proposed for addressing the project requirements.
- G. Demonstrated ability to make effective public presentations on the requested reports and proposed designs.
- H. Demonstrated ability to work effectively with County staff, other public agencies and related parties.
- I. New or innovative ideas presented by the consultant in the proposal or presentations.
- J. Demonstrated ability to keep costs within project budgets and design estimates.
- K. Knowledge of local conditions.
- L. Demonstrated interest of the consultant in the success, efficiency, and workability

of the facility during construction and post construction operation.

- M. **(Not applicable to this project)** Whether the consultant is currently engaged in another project which has direct and substantial physical relationship to the proposed project.
- N. **(Not applicable to this project)** Whether the consultant who designed the original facility should be retained for the new work on the basis of cost, detailed knowledge of the existing facility, or necessity of use of the same design concept in the work.
- O. Demonstrated record of abiding by terms of subcontract agreements regarding timely payment for services rendered on County projects.
- P. Ability of the Consultant to furnish effective and timely construction observation services.
- Q. Completeness of proposal.
- R. The estimated fee will be a factor in the final selection only after the most qualified firms have been identified.
- S. All other things being equal, local (within Fresno County) consultants are preferred over non-local consultants.
- T. All other things being equal, non-local consultants who associate with a local consultant for the purpose of the particular services required shall be preferred to non-local consultants who do not so associate.

#### **VIII. FEE DETERMINATION**

The Consultant compensation amount for the project will be negotiated with the firm and approved by Board of Supervisors. In the event negotiations fail with this firm, the County will terminate negotiations and commence new negotiations with the next most qualified firm.

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